

# TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

## REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- TASK NO. AMENDMENT 99124 418	730-315-90-41-89	00

TASK TITLE: (NTE 80 characters; include Project name)

CCSDS Data Standards Management Engineering Services

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

Curtiss C. Barrett	DATE 11/8/00	ORG CODE 633	MAIL CODE 633	PHONE 301-286-9506
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BRANCH HEAD

Dr. Joseph King	DATE 11/8/00	CODE 633	PHONE 301-286-7355
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CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Robert S. Leclair, Jr.	DATE 11/10/00	CODE 560	PHONE 301-286-6588
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FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?

(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

(X) NO ( ) YES

CONTRACTING OFFICER'S QUALITY REP:

DESIGNATED FAM:

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reqs and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: NOV 14 2000

Contractor will develop specification or statement of work under this task for a future procu (X) NO ( ) YES

Flight hardware will be shipped to GSFC for testing prior to final dell ( ) NO ( ) YES (X) N/A

Government Furnished Property/Facility (X) NO ( ) YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: (X) NO ( ) YES If yes: ( ) TOTAL ( ) PARTIAL

If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: (X) NO ( ) YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 12/1/00.

### INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	X No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(to be completed by Contracting Officer)

The target cost of this task order is \$ 104,473

The target fee of this task order is \$ 1,117

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 105,590

The maximum fee is \$ 1,633

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

Theresa J. Becker

SIGNATURE OF CONTRACTING OFFICER

12/15/00

DATE

Theresa J. Becker

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

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	NAS5-	TASK NO.	AMENDMENT
QSS Group, Inc.	99124	418	

Applicable paragraphs from contract Statement of Work: Function 2B

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

See page 3.

*(This is a follow-on to Task 145 under this contract; uninterrupted transition is required.)***CHANGE ORDER:**

Milestones/Deliverables and Dates: Section 1.3, added the italicized text.

**PERFORMANCE SPECIFICATIONS:**

See page 3.

**APPLICABLE DOCUMENTS:**

None.

**TASK END DATE:** November 30, 2001**MILESTONES/DELIVERABLES AND DATES:**

See page 3.

**PERFORMANCE STANDARDS:****Schedule:** On-time delivery/completion of specified deliverables/milestones**Technical:** ATR's acceptance of the above**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Curtiss C. Barrett, building 26, room 112

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## **REQUEST FOR TASK PLAN / TASK ORDER**

**Contract NAS5-99124**

**Task #: 418**

### **STATEMENT OF WORK:**

### **INTRODUCTION**

The contractor shall provide systems engineering services for CCSDS Data Standards Management as presented in this statement of work.

#### **1.0 CCSDS Data Standards Management**

##### **1.1 Description of Work to be Performed**

The contractor shall provide CCSDS data standards management services to include:

- Participate in meetings and reviews to provide analyses and reports for the Consultative Committee for Space Data systems (CCSDS) Panels 1, 2 & 3 and Technical Steering Group (TSG), the NASA Standards Working Group (NSWG) and the GSFC Level 3 Operations/On-line Information System (GL3O/OLIS) Working Group.
- Write standards and standards planning documents, review and comment on draft standards, and coordinate with other activities on standards work.
- Support the Executive Secretary for the CCSDS and the ISO/TC-20/SC-13 semi-annual meetings.

##### **1.2 Schedule of Performance**

The work shall be performed from December 1, 2000, through November 30, 2001.

##### **1.2 Milestone**

Assist in the preparation of the CCSDS Secretariat's Report to CCSDS

5/1/01\*

10/30/01\*

This semi-annual report reflects the cumulative technical and administrative activity of the CCSDS program for the intervening six-month period between successive Management Council meetings. Based on review and analysis of the numerous, on-going work programs, it provides a cohesive statement of CCSDS progress for Management Council consumption.

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- Assist in the preparation of the CCSDS Management Council Report 7/30/01\*  
11/30/01\*

This semi-annual report summarizes the activities, actions and resolutions which were completed during each Management Council meeting. It further allocates responsibilities across agencies for the conduct of the work during the up-coming six-month period. Expediting of agencies' work is effected throughout these periods to ensure timely performance by the participants.

- Assist in the preparation of the ISO/TC-20/SC-13 Secretariat's Report to SC-13 5/1/01\*  
10/31/01\*

This semi-annual report is similar to the CCSDS Secretariat's Report to Management Council except that the focus is on ISO/TC-20/SC-13 activity .

- Assist in the preparation of the ISO/TC-20/SC-13 Meeting Report 7/30/01\*  
11/30/01\*

This semi-annual report is similar to the CCSDS Management Council Report except that the focus is on ISO/TC-20/SC-13 activity domain.

- Submit GL30/OLIS Report to SOMO Level 2 Monthly  
This report is a status of the GL30/OLIS activities at the end of each month. It provides highlights, activity review and issue identification of GSFC efforts in the standards program.

- Prepare Technical Reports 4 weeks following the technical meeting  
Technical notes and reports are provided reflecting the activities of various meetings held throughout the year. Included in this list are panel Technical Interchange Meetings (TIMs), international teleconferences, and the NASA Technical Advisory Group to CCSDS (NTAG). These reports seek to record significant issues dealt with at the meeting, analyze as needed events of the meeting, and track activity during the intervening period between successive meetings.

- Coordinate CCSDS Management Council Action Items Bi-monthly  
Conduct bi-monthly meetings, or telecons, with actionees to assure the timely resolution of all assigned actions. Reports of status of actions will be provided after each meeting, or telecon, and will be available on request to any Council member.

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**Contract NAS5-99124**

**Task #: 418**

- Prepare minutes for US ISO Archiving Workshops      4 weeks following Workshop  
Take sufficient notes to document the actions and minutes of the meeting.

\* Note: These dates are contingent on the CCSDS schedule, determined by the CCSDS Management Council.

**1.4 Travel Schedule**

Support TSG/MC/SC13 meetings

- Boulder, CO    Nov/Dec 2000

Support TSG/MC/SC13 meetings

- Great Britain    June 2001